

ADMINISTRATIVE STAFF DEVELOPMENT OPPORTUNITIES

The School District of Jefferson's Board of Education encourages and will assist administrators in their professional growth. The Board expects all school administrators to attend appropriate conferences, workshops, and conventions in accordance with established procedures. As a condition of attendance at conferences, the administrator (when appropriate) will agree to submit an oral report to appropriate individuals who may benefit from the information received by the participating administrator.

Administrative staff members shall also be required to meet the minimum standards for re-certification as defined by the Wisconsin Department of Public Instruction. The Board will assist administrators to achieve that re-certification through reimbursement of tuition courses or conferences where CEU's may be earned.

Any administrator who wishes to pursue an advanced degree (Education Specialist or Doctorate) must receive prior approval through the Superintendent. Permission for the Superintendent to pursue an advanced degree must receive prior approval from the Board of Education. Course work to be considered for reimbursement must be taken at an accredited university.

All administrators are eligible to receive tuition and fee reimbursement for a maximum of six (6) graduate or post-graduate credits per year. Administrators in an accredited and approved advanced degree program will be eligible to apply for an additional twelve (12) credits per year for a maximum of eighteen (18) credits per year. Application for these additional credits must be made prior to the beginning of the course and Board approval is required. Yearly unused credits cannot be banked for future use. Reimbursement will occur upon the completion of courses in which the administrator has achieved a grade of B or better. The board will reimburse tuition to the administrator up to the percentage of the administrator's contract (i.e., 50% contract, 50% tuition reimbursement).

All associated tuition costs for any graduate or post-graduate work will be paid at a rate not to exceed graduate tuition at the University of Wisconsin – Madison.

Upon completion of an advanced degree (Education Specialist or Doctorate), the administrator is expected to remain a School District of Jefferson employee for a minimum of five years. Failure to do so will result in a prorated repayment of tuition for employment years not meeting the five-year minimum as follows:

Four years of employment after certification:	<i>20% repayment to the district by employee</i>
Three years of employment after certification:	<i>40% repayment to the district by employee</i>
Two years of employment after certification:	<i>60% repayment to the district by employee</i>
One year of employment after certification:	<i>80% repayment to the district by employee</i>

In the event the administrator leaves the district prior to completing the advanced degree (Education Specialist or Doctorate), the administrator will repay the district 80% of tuition and fees previously reimbursed.

ADOPTED: July 25, 1994

REVISED: February 28, 2000 January 28, 2002
 June 27, 2011 February 25, 2013

LEGAL REF.: Wisconsin Statutes: 118.24

CROSS REF.: DLC, Expense Reimbursement

REVIEW DATE: January 23, 2012